

Welcome



A Bright Idea for State Government

APAY4089- Agency Payroll

Logistics

- Breaks
- Location of restrooms
- Login/User ID for class
- Please turn off or mute all cell phones and pagers
- Speak up if you do not see or hear any instructions today

Prerequisites

Prior to this course, you should have completed the Basic Navigation online course.

Agenda

- Class Introduction and Purpose
- Introduction to Edison Payroll using PeopleSoft
- Viewing Employee Data
- Understanding the Pay Calc and Confirm Process
- Self-Service Payroll Transactions
- Off Cycle Transactions/Reversals
- Understanding Retroactive Transactions
- Reports & Queries
- Closing Remarks & Reminders

Approximate course time: 3 1/2 hours

Why Edison?

- Replacement of existing old and maintenance-burdening administrative systems with a fully integrated solution
- Improve out-dated business processes
- Eliminate duplicate functionality between department and centralized administrative systems
- Meet user department needs not currently met by centralized systems
- Achieve operational efficiency
- Provide better management information
- Leverage new technology

Course Components

- Course Syllabus, with process overview
- Training Manual
- Quick Reference Guide
- Sample Payroll Calendar
- Data Reference Sheets

Course Objectives

Upon completion of this course, you will be able to:

- Understand the Edison Payroll process
- Understand the Agency Payroll and Central Payroll roles
- View and understand employee information including tax data, deductions, garnishments and savings bonds
- Understand the purpose of Off-Cycle and retroactive transactions
- Generate payroll reports and queries for your Agency for auditing purposes
- Successfully complete the required Self-Assessments

Training Tool

- UPK: User Productivity Kit
- Supplied by PeopleSoft for development of training materials
- Most activities will be done using the UPK today
- Try It
- Know It

Key Points

- Use of Employee ID's instead of Social Security Numbers (SSN)
- Central Payroll will enter all transactions not entered via Self-Service
- Employees can view their paychecks two days prior to pay day using Self Service
- Employees can enter up to 3 direct deposit accounts, but if one account is returned invalid, direct deposit processing will be delayed for employee
- Garnishments will continue to be served to the Agency but must be forwarded to Central Payroll for processing
- Policy 11-Overpayment changes
- Preliminary pay calculations can be run multiple times to ensure accurate final pay calculations

Edison Payroll Roles

- Agency Payroll
 - More analysis, less data entry
 - Run reports and queries to validate payroll
- Central Payroll
 - Responsible for key payroll transactions not performed in ESS
 - Process on/off cycle payroll calculations
 - Review and correct errors encountered during payroll process
- Central Payroll Call Center
 - Point of contact for payroll inquiries
 - Hours: 7am-5:00pm CST

Next Steps

Let's look at the syllabus...

Reminders

- Practice in the practice session area as needed
- Become familiar with the Edison Payroll terminology
- Promote the capabilities of Self-Service to employees
- Encourage employees to contact the Central Payroll Call Center for any questions or concerns regarding their payroll information
- If you have any questions or problems with the Edison system, contact the Edison Help Desk
 - 741-HELP (615-741-4357)
 - edison@state.tn.us



Questions?

Class Evaluation

We value your time, attendance and input.

Please complete the online class evaluation.

Thank you.